

MEMORANDUM FOR USACE CONTRACTING OFFICES

SUBJECT: Procedure for Using USACE Leadership Assessment and Advisory Services Contract # W912HQ-04-D-0006

1. The new USACE Contract # W912HQ-04-D-0006 with the Gallup Organization, Inc., effective 30 September 2004, allows warranted Contracting Officers to issue Task Orders for Leadership Assessment and Advisory Services. All USACE Offices, both CONUS and OCONUS requiring Leadership Assessment and Advisory Services are authorized to use this contract, and all warranted Corps of Engineers Contracting Officers whose warrant authorizes purchase of this type of service and dollar magnitude are authorized to purchase Leadership Assessment and Advisory Services under this contract.
2. All orders for Leadership Assessment and Advisory Services must be placed under Contract # W912HQ-04-D-0006. Policies and procedures governing the use of Gallup Leadership Assessment and Advisory Services are outlined on the CEHR Homepage at <http://www.hq.usace.army.mil/cehr/d/leadtrans.htm>. Contract line items [CLINS] and pricing for the various services available under this contract are also available at this site.
3. The Gallup Organization, Inc. is *NOT* authorized to perform any services under this contract without prior receipt of a Delivery Order. A completed copy of the Gallup Leadership Advisory Services Request Form must be attached to each Delivery Order. A copy of the Request Form may be downloaded and printed from the CEHR Homepage. Please note that use of the Government purchase card is also authorized for payment of Delivery Orders.
4. All Contracting Offices should make distribution of Delivery Orders and/or Modifications to Delivery Orders as follows: a) Issuing Office—1 copy; b) POC—1 copy; c) The Gallup Organization, Attn: Mr. Will Travis, 1001 Gallup Drive, Omaha, NE 68102 [fax: 402-938-5916 or email: will_travis@gallup.com—1 copy; and d) HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY, 7701 Telegraph Road, Kingman Building, Alexandria, VA, Attention: Ms. Alandra Jones—1 copy.
5. A copy of the contract is available on the CEHR Homepage.

/s/

SUSAN DUNCAN
Director of Human Resources

